





**MONTGOMERY COUNTY PLANNING BOARD**  
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

**MCPB Date: 10/19/2017**  
**Agenda Item: 3**

**MEMORANDUM**

**TO:** Montgomery County Planning Board

**VIA:** Casey Anderson, Chair, Montgomery County Planning Board 

**FROM:** Joyce Pettigrew Garcia, Special Assistant to the Planning Board 

**SUBJ:** FY19 Commissioners' Office Proposed Operating Budget Discussion

**DATE:** October 19, 2017

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**Staff Recommendation**

Approval to prepare the Commissioners' Office Proposed FY19 Operating Budget at the Base Budget plus New Initiatives level.

**Background**

The Planning Board received a presentation on September 14, 2017 from the M-NCPPC Department of Human Resources and Management (DHRM) regarding the FY19 Budget process including budget outlook, strategy, timelines, and trends.

With acknowledgement of the Commission's mandated requirements, essential needs and new initiatives to meet the agency's evolving work program, and awareness of the County's anticipated challenges, the Planning Board provided general guidance for developing the FY19 Operating Budget.

**Base Budget**

**Known Operating Commitments**

The preliminary known operating increases in the Commissioners' Office for salaries, benefits, retirement, and other post-employment benefits (OPEB) were reviewed by DHRM during the September 14 meeting.

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The following is a list of major known operating commitments for the Commissioners' Office in FY19:

Salaries and Benefits	\$52,205
CPI Increase for Contracts and Supplies	<u>\$500</u>
<b>Total of Major Known Operating Commitments</b>	<b>\$52,705</b>

**Salaries and Benefits (\$52,205)**

The Salaries and Benefits adjustment is based on changes in current staffing including the preliminary retirement estimate. It does not include a compensation marker, OPEB PayGo and OPEB prefunding as they are in the Administration Fund's non-departmental account.

**CPI Increase for Contracts and Supplies (\$500)**

The Commissioners' Office is requesting a 1% increase, \$500, over the FY18 Adopted Budget for supplies and services.

**New Initiatives**

**Planning Board Training/Conference (\$10,000)**

The Commissioners' Office is requesting \$10,000 for training and conferences for Planning Board members to attend planning and parks related trainings and conferences. Planning Board members have been invited to serve as speakers and panel members at national conferences based on their general expertise in planning and parks issues, and specialized expertise related to transportation, outreach, and other areas. In addition to the contributions that Board members could provide at trainings and conferences, interacting with other jurisdictions provides opportunities for Board members to hear new ideas and potential new solutions that could assist with resolving issues that impact planning and parks in Montgomery County.

**Activation of a Frozen Administrative Specialist Position (\$25,000)**

The role and responsibilities of the part-time career Administrative Assistant position have increased, requiring a full-time staff member. A full-time Administrative Specialist position, which is currently frozen, is included in the approved staffing levels in FY18. For FY19, this is a request to unfreeze this position and un-fund/freeze the current career part-time Administrative Assistant position. If approved, the duties of the full-time Administrative Specialist position would include management of the newly implemented Correspondence Response Management system (replaces the Correspondence Tracking or C-Track system), serving as chief clerk to the Planning Board, serving as HR Coordinator, and providing assistance with financial process responsibilities in the Commissioners' Office. By freezing the part-time position, the savings would serve as the foundation for funding the full-time Administrative Specialist position, requiring a difference of a modest \$25,000 increase in salary and benefits in 2019. These requested position conversions would not alter the total approved staffing level from FY18 of 12 positions and only slightly alter the workyears from 8.50 to 9.0.



**Work Program Overview**

The Commissioners' Office includes the five-member Planning Board, with one full-time Chair and four part-time Commissioners. Comparative staffing levels for FY18 and, as requested for FY19 are as follows:

	<b>FY 18</b>		<b>FY 19</b>	
	<b>Adopted</b>		<b>Proposed</b>	
	<b>POS</b>	<b>WYS</b>	<b>POS</b>	<b>WYS</b>
<b><u>COMMISSIONERS' OFFICE</u></b>				
Full-Time Career	5.00	5.00	6.00	6.00
Frozen Career Full Time	1.00			-
Frozen Career Part Time		-	1.00	-
Part-Time Career	5.00	2.50	4.00	2.00
<b>Career Total</b>	<b>11.00</b>	<b>7.50</b>	<b>11.00</b>	<b>8.00</b>
Term Contract	1.00	1.00	1.00	1.00
Seasonal/Intermittent		-		-
<b>Subtotal Commissioner's Office</b>	<b>12.00</b>	<b>8.50</b>	<b>12.00</b>	<b>9.00</b>

A partial listing of the Commissioners' Office FY19 work program includes the following staff functions:

- Provide and coordinate administrative, technical, and public support at Board hearings
- Serve as liaison to the public to assist with resolution of issues related to Planning Board meetings, planning, and parks issues
- Develop and manage the Planning Board meeting agenda
- Produce the meeting minutes for Planning Board open and closed session meetings
- Web post the Board's meeting agenda, meeting minutes, and Resolutions for public view
- Manage the Chair's public email account and receive, acknowledge, and distribute correspondence directed to the Planning Board for hearings, and the Planning and Parks Departments
- Manage the correspondence tracking system and distribute to the Planning and Parks Departments to ensure timely response to written and verbal issues
- Represent the Commission on internal committees related to Commission initiatives and projects, diversity programs, and special events
- Coordinate transcription and certification of Planning Board hearing items as requested by the Office of the General Counsel

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Proposed staffing for FY19, including the requested position conversions, are as follows:

Senior Advisor to the Chair, Term/Contract  
Special Assistant to the Board, Full-time Career  
Senior Administrative Specialist, Full-time Career  
Senior Technical Writers/Editors (2 positions), Full-time Career  
Administrative Specialist, Request this Full-time career position to be unfrozen in FY19  
Administrative Assistant, Request this Part-time career position to be frozen in FY19

**Summary**

The following chart provides a snapshot of the Base Budget and proposed Essential Needs/New Initiatives. The FY19 proposed request, as presented, demonstrates a continued commitment to service. The proposed budget for FY19 is \$1,292,293 an increase of 7.3% or \$87,705 from the FY18 Adopted Budget.

**MONTGOMERY COUNTY COMMISSIONERS' OFFICE  
PRELIMINARY FY19 OPERATING BUDGET REQUEST**

		<b>% Change</b>
	<b>FY18 Adopted Budget</b>	<b>\$1,204,588</b>
<b><i>FY18 BASE BUDGET</i></b>		
	Salaries & Benefits	\$52,205
	CPI Increase	\$500
	<b>Subtotal - Base Budget Changes</b>	<b><u>\$52,705</u>      <u>4.4%</u></b>
<b><i>Add: Proposed On-going Initiatives</i></b>		
	Requested Funding for Conferences/Events      \$10,000	
	Requested Funding for One Un-funded Position      \$25,000	
	<b>Subtotal-Proposed On-going Changes</b>	<b><u>\$35,000</u>      <u>2.9%</u></b>
	<b>Change from FY18 Adopted to FY19 Proposed</b>	<b><u>\$87,705</u>      <u>7.3%</u></b>
	<b>**FY19 Proposed Budget Plus Essential</b>	<b><u>\$1,292,293</u>      <u>7.3%</u></b>

**Notes:**

\*\* Total does not include compensation marker, OPEB PayGo and OPEB prefunding, which are budgeted in the Administration Fund's non-departmental account.